

## SY 13-14 End-of-Year Closeout Reminders, Tips and Tools

### ENROLLMENT ROLL FORWARD

- The “Enrollment Roll Forward” tool will roll forward any currently enrolled students into the school they will attend next year.
- If students were rolled forward prior to the end of school to build schedules, the 2014-15 enrollments should be updated by running the “Enrollment Roll Forward” tool again to roll forward any students who enrolled since the previous roll forward.
- The “Enrollment Cleanup Wizard” will remove 2014-15 enrollments for any students who withdrew prior to the end of school.
- Districts may submit a support ticket requesting Infinite Campus to run the Ky. Enrollment Update Script to update state reporting and special education fields on the Student Enrollment Tab. This is not mandatory but if the district opts to have the script run, **it should be requested by July 15**. Active year must **not be changed** until after the Ky. Enrollment Script is run.

### ENROLLMENT END-DATE

- Enter the enrollment end-date for any student who was active on the last day of school after all grades are posted and enrollments are rolled forward.
- Reports generated locally, which pull only active students, should be generated and saved before the end-date is entered on student enrollments.
- Most state reports are not impacted by entering the student enrollment end-date; however, the Student Health Immunization report will exclude any student with an enrollment end-date. This report should be generated and saved before you enter the enrollment end-date. All other state reports will generate if student enrollment end-dates are entered.

### ACTIVE YEAR

- Active Year controls the data visible on the parent portal and the enrollment that is highlighted on the enrollment screen.
- Change the active year as soon as there is a need for users to have access to the 2014-15 schedules and data.
- You may want to limit access to the parent portal until schedules are completed. To limit access to the parent portal, follow this path — System Administration | Portal | Preferences — and uncheck anything that should not display over the summer.

If you have any questions about these tips and tools, contact:

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